

## A. STATE-AT-A-GLANCE

1) <b>Program Operation</b>	State Administered: 4 Regional Field Offices, 1 Interstate responding office.
2) <b>Number of Local Offices (excluding Agencies under Cooperative Agreements)</b>	None
3) <b>Type of Agencies with Cooperative Agreements</b>	1-Missoula County
4) <b>Uniform Interstate Family Support Act</b>	Yes, except direct withholding
5) <b>Agreements With Tribal Entities</b>	No
6) <b>Age of Majority for Termination of Support</b>	MCA 40-4-208(5). 18 or upon graduation from high school, whichever is later, but no later than 19, unless court order provides otherwise.
7) <b>Statutes of Limitation:</b>	
• <b>Collection of Past Due Support</b>	MCA 27-2-201. 10 years for child support due prior to or on 10/1/93; 10 years from termination of obligation thereafter.
• <b>Paternity Establishment</b>	MCA 40-6-108. Child's 18th birthday.
<b>Dormancy Revival/Renewal Possible [yes/no]</b>	Yes
8) <b>Guidelines</b>	Modified Melson
9) <b>Interest Rates on</b>	Missed Payments, Retroactive Support, Adjudicated Arrearage - MCA 40-5-252, 25-9-205. May collect interest at the statutory rate payable on judgments (10%). Note: At the present time, Montana does not collect interest.
• <b>Missed Payments</b>	
• <b>Retroactive Support</b>	
• <b>Adjudicated Arrearage</b>	
10) <b>Arrearage Collections for Non-minor Child(ren)</b>	See Montana Code Annotated (MCA) 27-2-201 (10 years after termination of the support obligation for commencement of an action for collection of past-due support; each monthly support obligation constitutes a judgment and the 10 year statute of limitations begins to run the month the payment becomes due)

	<p>(MCA) 40-5-208 (5); Provisions for the support of a child are terminated by emancipation of the child or the child's graduation from high school if the child is enrolled in high school, whichever occurs later, but in no event later than the child's 19th birthday, unless the termination date is extended or knowingly waived by written agreement or by an express provision of the decree. Provisions for the support of a child do not terminate upon the death of a parent obligated to support the child. When a parent obligated to pay support dies, the amount of support may be modified, revoked, or commuted to a lump-sum payment, to the extent just and appropriate in the circumstances.</p> <p>Uniform Parentage Act (MCA) 40-6-108; An action may be commenced at any time for the purpose of declaring the existence or nonexistence of the father and child relationship presumed. An action to determine the existence or nonexistence of the father and child relationship as to a child who has no presumed father may not be brought by the child later than two years after the child attains the age of majority; may be brought by the state agency at any time after the first application is made under Title IV-D for services to the child and before the child attains the age of majority. However, in previously barred actions that are revived by this subsection, the father is not liable to the state agency for support of the child. The father's liability for a statutory debt created by the payment of public assistance is limited to the amount of assistance paid during the 2-year period preceding commencement of the action, but does not limit the subsequent accrual of a statutory debt.</p>
<b>11) Distribution Scheme</b>	
• <b>AFDC Arrears</b>	Distributed to current first (to multiple cases proportionally), then to AFDC arrears (equally among multiple cases), then to Non-AFDC arrears (equally among multiple cases)
• <b>Non-AFDC Arrears</b>	See above.
<b>12) Procedures Regarding Medical Support Using Income Withholding</b>	Yes. If obligor fails to obtain and/or maintain court or administrative ordered health insurance, a health insurance penalty can be assessed and the employer ordered to withhold the penalty, the premium and enroll the child. A "Notice of Intent to Enroll and Assess Health Insurance Penalty" is served on the obligor. Should obligor fail to respond within 10 days, the health insurance penalties can be collected through the income withholding process (see SECTION C - INCOME WITHHOLDING). The employer or payor is sent an "Order to Enroll". Employer or payor can also be assessed penalty for failure to comply.
<b>13) New Hire Reporting</b>	No
<b>14) Recovery of Costs Elected Under State Plan</b>	As of April 15, 1996 blood test costs are the only costs recovered.
<b>15) Recovery of Costs for Initiating State</b>	As of April 15, 1996 blood test costs are the only costs recovered.

<b>16) Long-Arm Statute/s Citation/s</b>	MCA 40-5-145, 40-5-146 (UIFSA), 40-5-231.
<b>17) Automated Locate Resources</b>	The following are automatic interfaces: Employment Security Wages, Worker's Compensation, State Fund, Drivers License, Job Service, Unemployment Insurance, TEAMS or the IV-A system, Montana State Revenue/Income Tax Division, Department of Corrections. The following can be accessed automatically but are not automatically generated interfaces: Montana Medicaid, Foster Care system or CAPS, Secretary of State/UCC, Fish Wildlife and Parks, Department of Justice/vehicle registrations, SSA, Credit Bureaus, and FPLS.
<b>18) Enforcement Options</b>	
• <b>State Income Tax Refund Intercept</b>	Yes. MCA 17-4-105
• <b>License Revocation/ Suspension</b>	Yes. MCA 40-5-701 et seq.
• <b>Administrative Liens</b>	Yes. MCA 40-5-242, 40-5-248
• <b>Property Seizure &amp; Sale</b>	Yes, MCA 40-5-247, 40-5-248
• <b>State Funds/Benefits (please specify)</b>	Unemployment, Worker's Compensation
• <b>Other (please specify)</b>	Bank accounts, lottery winnings, claims against estate, lien on legal settlements, contempt citations, federal income tax offset, credit bureau reporting.
<b>19) Spousal Maintenance Orders</b> <i>(specify yes or no)</i>	
• <b>Establish</b>	No
• <b>Enforce</b>	Yes, when the judgment contains a child support award. MCA 40-5-207.
• <b>Modify</b>	No
<b>20) Current Spouse/Partner Information Required</b>	

## B. UNIFORM INTERSTATE FAMILY SUPPORT ACT

<b>1) State Code Citation</b>	Montana Code Annotated Title 40, Chapter 5, Part 1.
<b>2) Effective Date</b>	October 1, 1993
<b>3) Adopted Verbatim? If no, list differences.</b>	No. Did not adopt direct employer withholding

4) <b>Repeal URESA?</b>	Yes
5) <b>Repeal IWW?</b>	

## C. INCOME WITHHOLDING

1) <b>Income Withholding Terminology</b>	Income Withholding, once commenced, applies to all current and subsequent payors of income to a person obligated to pay support until the Income Withholding is terminated.
2) <b>Income Withholding Procedures</b>	
• <b>State Withholding Limits</b>	MCA 40-5-416, 25-13-614. 50-65% of disposable earnings depending on circumstances. Per policy, Montana sends all orders out using 50%.
• <b>Fee Charged by Employers</b>	Payor may withhold a fee not to exceed \$5.00 per month as compensation for administrative costs of each withholding.
• <b>Date to Remit</b>	The payor shall, within 10 working days of the date obligor is paid, promptly deliver the amount withheld.
• <b>Penalty</b>	MCA 40-5-424, 40-5-226. Employer liable for amounts that should have been withheld. May also pursue civil contempt which carries a fine of up to \$500 for each contempt.
3) <b>Definition of Employer</b>	MCA 40-5-403(6). Payor means any payor of income on a periodic basis and includes any person, firm, corporation, association, employer, trust, political subdivision, state agency or agent thereof, subject to jurisdiction of Montana Courts.
4) <b>Included Income</b>	MCA 40-5-403(3). Any form of periodic payment to a person, including earnings and wages (even if once per year). Includes rent paid by home/business renters, dividends, etc., as well as usual intercepts (wages, unemployment, workers' compensation benefits).
5) <b>Excluded Income</b>	MCA 40-5-403(3). Amounts required by law to be withheld (taxes, etc.) and amounts exempted from judgment, execution, or attachment.
6) <b>Direct Income Withholding for Unemployment Compensation, include address</b>	No. Direct income withholding is not authorized under UIFSA. A proper referral will allow Montana CSED to income withhold unemployment compensation.
7) <b>Direct Income for Workers' Compensation, include address</b>	No. Direct income withholding is not authorized under UIFSA. A proper referral will allow Montana CSED to income withhold worker's compensation benefits.
8) <b>Direct Income Withholding, other income sources subject to, include address</b>	No. Direct income withholding is not authorized under UIFSA. A proper referral will allow Montana CSED to income withhold other income sources.

9) <b>Direct Income Withholding, list Other Income Sources NOT subject to</b>	NO
10) <b>Federal Withholding (See Federal Pay Agents Section)</b>	IV-D Directors need not answer this question.
11) <b>Procedures for Contesting Income Withholding</b>	Yes. MCA 40-5-413, 414. Have right to request hearing to object on basis of mistake of fact within 10 days of notice. Hearings conducted by phone. The entire process must be completed within 45 days.
12) <b>Arrearages through Income Withholding</b>	Yes. MCA 40-5-412. If delinquent in an amount equal to or in excess of one month's support payment.
13) <b>Enforcing Against Non-Resident Obligor Asset/Income</b>	Yes
14) <b>Exception to Immediate Withholding</b>	Yes. MCA 40-5-411. Written determination and explanation by court or administrative authority as to why it found good cause not to require and must provide an alternative arrangement to ensure payment.
15) <b>Multiple Obligations Withholding Priorities</b>	
• <b>Policy</b>	
• <b>Priority</b>	Child support income withholding orders take precedence over any other law or court order.
• <b>Assistance</b>	Customer Service, Monday thru Friday 8-5, MST. In-state 1-800-346-5437, Out-of-state (406) 442-7278
• <b>Allocation</b>	Current only unless order specifically requires withholding for arrears, then AFDC arrears and next Non-AFDC arrears.

## D. PATERNITY

1) <b>Interstate Paternity Procedures</b>	CSED serves alleged father with notice of parental responsibility. In single-allegation cases CSED attempts to obtain alleged father's signed admission of paternity; in contested or multiple-allegation cases, CSED seeks alleged father's participation in genetic testing, and pursues admission upon receipt of positive testing results. If necessary CSED can order genetic testing based on reasonable probability of sexual access or presumption; CSED conducts testing or coordinates arrangements with initiating state. CSED establishes paternity administratively (1) in single-allegation cases by default order, consent order, or presumption; (2) in multiple-allegation cases with positive testing results, by consent order or presumption.
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<b>Consent Orders Obtained</b>	Yes
<b>2) Uniform Parentage Act</b>	Yes. MCA Title 40, Chapter 6, Part 1
<b>3) Uniform Act on Blood Testing</b>	Yes
<b>4) Parentage Order Available Without Order for Support</b>	MCA 40-6-116(b). No, unless financial responsibility being determined by administrative procedure.
<b>5) Custody/Visitation Addressed Subject to Tribunal's Jurisdiction</b>	No
<b>6) Genetic Test Results as Presumption of Paternity</b>	Yes
<b>Threshold</b>	95%
<b>7) Paternity Acknowledgment as Presumption of Paternity (Rebuttable/Conclusive)</b>	MCA 40-6-105(3). Rebuttable by preponderance of evidence.
<b>8) Marriage as Presumption of Paternity</b>	Yes, if child born during the marriage or within 300 days after marriage terminated
<b>9) Putative Father's Name on Birth Certificate, Effect of</b>	<p>Not a presumption unless name appears with alleged father's consent and child's birth is followed by marriage or attempted marriage (CSED generally does not pursue this presumption)</p> <p>MCA 40-6-105. Cannot be put on birth certificate without written acknowledgment or order of court or administrative law judge.</p>
<b>10) Other Statutory Presumptions</b>	<ol style="list-style-type: none"> <li>1. There is a written voluntary promise or court order obligating the alleged father to support the child, and the child's birth is followed by marriage or attempted marriage.</li> <li>2. The alleged father receives the child into his home and openly represents the child to be his natural child.</li> <li>3. Before the birth of the child the alleged father claims paternity under oath and in writing and files the claim with the district court, and the mother does not deny he is the father.</li> </ol> <p>MCA 40-6-105. Putative father receives child into his home and represents him as natural child while child under age of majority.</p>
<b>11) Recognition of Common Law Marriage</b>	MCA 40-1-403, 404. Yes, if hold out to public as husband and wife.
<b>12) Personal Appearance of Witness or Custodial Parent Required</b>	MCA 40-5-414. No, hearings conducted via telephone.

<b>Acceptable Methods of Testimony</b>	Telephone. May require personal appearance if case requires jury trial.
<b>13) Long-Arm Statute</b>	Yes. MCA 40-6-109.
<b>14) Assistance to Other States Using Their Long-Arm Statutes</b>	
• <b>Service of Process</b>	No. Without a proper referral the case is considered Non-IV-D. If requested, the service of process could be directed to a process server.
• <b>Genetic Testing</b>	No. Facilities in this state are not available.
<b>15) Recovery of Genetic Testing Costs for Other States</b>	Yes. If a proper referral is received and recovery is requested. No, if a proper referral is not received. The matter would be considered non-IV-D.

## E. SUPPORT ORDER ESTABLISHMENT

<b>1) Interstate Procedures</b>	Administrative Process; Handled same as in state cases. In the absence of a support order a Notice of Financial Responsibility is served by Personal Service with 20 days to respond; Default if no request for hearing; Decision and Orders are abstracted to District Court; Use mandatory support guidelines; In contested cases, obligee must participate in hearing via telephone to determine support obligation.
<b>2) Income Considered for Setting Support</b>	Father's gross/net income and assets; Mother's gross/net income and assets; Income received from all sources--including but not limited to incomes from salaries, wages, commissions, bonuses, social security benefits other than SSI, veteran's benefits, workers' compensation benefits, unemployment benefits and alimony or spousal support; interest; trust income, annuities, capital gains and royalties; in kind payments such as the use of a company vehicle. Self employment includes gross receipt minus ordinary and necessary expenses for operating a business or self-employment. See ARM 46.30.1508 Determination of Gross Income. Income is imputed by considering health, education and work history to determine income that a parent is capable of earning; (at least minimum wage at 40 hours per week) See ARM 46.30.1513 Determination of Imputed Income; Also, considered are special medical needs of the child; cost of providing health insurance for the child; age of child; household size of both mother and father.
<b>3) Criteria for Rebuttal</b>	Evidence that a child's needs are not being met; a showing that application of the guidelines would be unfair for the child or one of the parties; any consideration of a variance must take into account the best interests of the child; If a support order is not based on the guidelines the Administrative Law Judge must

	include language in the order why the guidelines are not appropriate. See MCA 40-5-226 (5)
<b>4) Support Order for Prior Periods</b>	Generally no. The obligation commences on the first day of the month immediately following the month in which the notice was issued. For paternity issues see elsewhere.

## **F. ENFORCEMENT**

**(Note: If multiple orders, see Part “G”)**

### **I. ENFORCING YOUR OWN ORDER**

<b>1) Enforcement for Non-Resident Family</b>	Same as for Resident Family
<b>2) Administrative Procedures and Remedies Available</b>	Yes
<b>3) Judicial Procedures and Remedies Available with Registration</b>	Yes. MCA 40-5-227.

### **II. ENFORCING OTHER STATES’ ORDERS**

<b>4) Administrative Procedures and Remedies Available Without Registration</b>	All remedies are available except reviews for modifications.
<b>5) Judicial/Administrative Remedies with Registration</b>	Registration for enforcement and modification.
<b>6) UIFSA/URESA Registration and Enforcement Procedure</b>	Orders can be registered under UIFSA for enforcement only
<b>7) Judicial Procedures Required after Registration</b>	None
<b>8) Uniform Enforcement of Foreign Judgments Act Citation</b>	MCA 25-9-501, et seq.

## **G. MODIFICATION/REVIEW & ADJUSTMENT OF ORDERS**

<b>1) Jurisdiction Requirements</b>	a) CEJ analysis per UIFSA  and
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	<p>b) Subject matter and personal jurisdiction over the necessary parties under MCA §40-5-272.</p>
<p>2) <b>Modification Procedures</b></p>	<p>The CSED will, upon request of the obligor or obligee in any open IV-D case where there is a support order and at 36 month intervals in AFDC cases where there is a support order, evaluate the case for possible modification. MT CSED will review orders for modification of the support amount, for medical support, and to provide credit to the obligor for social security payments made to the child(ren) because of the obligor's disability. Modifications may be for either increases or decreases in the child support amount. Administrative and court orders issued by other states will be reviewed only if the CSED can obtain subject matter jurisdiction under UIFSA and personal jurisdiction over all necessary parties. IV-D caseworkers (in Montana and other states) may request modification reviews in most AFDC cases, and in Non-AFDC cases where enforcement activities are difficult or cumbersome to administer.</p> <p>The MT CSED relies on an administrative process for modifying support and health insurance orders. If a case is determined eligible for review, both parties must be served notice of the review and financial information from both parties is used in calculating the support obligation.</p> <p>There are three stages to the CSED administrative modification process. At the first stage, a preliminary guidelines computation is performed using information from the parties' financial affidavits and copies of tax forms. The parties are then contacted separately by phone in an attempt to obtain their agreement concerning the support amount. If an agreement is reached, a Modification Consent Order (MCO) is prepared and mailed to the parties for their signatures. A party's failure to respond with a signed MCO is deemed to be a consent by the party to the provisions of the MCO, unless the party requests arbitration.</p> <p>The second stage of the process is initiated by a request for arbitration from either party. A pre-hearing settlement conference is conducted by telephone conference call after exhibits have been exchanged between the parties. If the parties reach agreement, a Modification Decision and Order is entered reflecting the agreement. Should the parties fail to reach agreement, a Notice of Proposed Modification is issued by the CSED and the parties have 30 days to challenge the decision. Failure to challenge results in a final administrative order.</p> <p>Either party may challenge the Notice of Proposed Modification by requesting an administrative hearing and initiating the third stage of the process. At the conclusion of the administrative hearing, an order representing the CSED's final decision is entered by the Administrative Law Judge.</p>

<b>3) Criteria for Modification</b>	<ul style="list-style-type: none"> <li>a) The amount of the monthly child support obligation in the current order does not conform to the Montana Child Support Guidelines;</li> <li>b) The current order does not require the obligor to get and keep health insurance for the child(ren); or</li> <li>c) The current order does not provide credit toward child support for social security benefits paid to the child(ren) because of the obligor's disability.</li> </ul>
<b>4) Criteria for Change of Circumstances</b>	<ul style="list-style-type: none"> <li>a) Net income of one of the parents has increased or decreased by 25% or more;</li> <li>b) Household composition of one of the parents has changed;</li> <li>c) Change in custody/extended visitation (over 110 days/year);</li> <li>d) One or more of the children have emancipated, reached the age of majority, or died;</li> <li>e) A child was born to the parents after entry of the previous order;</li> <li>f) The obligor has become disabled or rehabilitated since the previous order was entered. Social Security benefits to the children have begun or ended as a result of the disability;</li> <li>g) one or more of the children have developed special needs since the order was entered, or special needs considered in the order no longer exist; or</li> <li>h) The previous order was set without reference to the guidelines.</li> </ul>
<b>5) Frequency With Which Reviews are Conducted</b>	<ul style="list-style-type: none"> <li>1) AFDC cases - every 36 months</li> <li>2) Non-AFDC cases - upon request of obligor or obligee where: <ul style="list-style-type: none"> <li>a) 30 months have lapsed since last order was entered or modified; or</li> <li>b) a significant change in circumstances has occurred.</li> </ul> </li> </ul>
<b>6) Criteria for Review</b>	<ul style="list-style-type: none"> <li>1) AFDC cases <ul style="list-style-type: none"> <li>- 36 months have lapsed since last order was entered or modified;</li> </ul> </li> <li>2) Non-AFDC cases <ul style="list-style-type: none"> <li>- Review requested by a party named in the order;</li> <li>- 30 months have lapsed since last order was entered or modified or requesting party can</li> </ul> </li> </ul>

	<p>demonstrate a significant change in circumstances;</p> <p>3) All IV-D cases must also meet the following criteria:</p> <ul style="list-style-type: none"> <li>- There is an open CSED case associated with the order;</li> <li>- There is a support order as defined in MCA §40-5-201(14);</li> <li>- The youngest child affected by the order will not be "emancipated" for at least 6 months;</li> <li>- The CSED has or can get jurisdiction over the support order;</li> <li>- No action for adjustment of the support order is pending in another state, or in a Montana district court.</li> </ul>
<b>7) Criteria for Adjustment</b>	<p>1) The support obligation resulting from the modification review must be an increase or decrease of at least \$25.00 per month;</p> <p>2) The modified support order must include a requirement for the obligor to get and keep health insurance whenever it is available through employment or other group plan whenever this requirement is absent in the previous order;</p> <p>3) The modified support order must provide credit to the obligor for social security benefits paid to the child(ren) because of the obligor's disability.</p>

## H. MULTIPLE ORDERS

### ENFORCEMENT AND MODIFICATION

<b>1) Controlling Order</b>	Under UIFSA provisions and for purposes of enforcement only CSED will require the initiating state to make a preliminary determination of which order to recognize and enforce prospectively. An initiating state may request arrears that have accrued under several orders, including URESA orders. If the initiating state requests prospective enforcement of the CEJ order even though it may not be the highest order, CSED will comply.
<b>2) Date of Controlling Order</b>	Enforcement only: Date of registration
<b>3) If No Controlling Order</b>	Enforcement only: CSED will generally register and enforce the highest order prospectively.
<b>4) Arrears Procedure</b>	Enforcement only: Determination of arrears that have accrued under multiple orders will occur at the time of registration and

	determination of which order sets the support obligation.
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## I. Documentation Required to Initiate Requests

ACTION REQUESTED	DOCUMENTS NEEDED	# of Copies of each docu- ment	Certifi- cation required for each docu- ment  *See below
Establishment of Paternity and Support	<p>A. A fully completed Child Support Enforcement Transmittal.</p> <p>B. One 3 page URESA or UIFSA paternity affidavit an original notarized signature by the mother or third party custodian. If more than one possible father exists, an affidavit must be completed on each alleged father. A copy of any paternity questionnaire used by your state is requested but not required.</p> <p>C. One copy of the child's birth certificate. If you have automated vital statistic records, information consistent to what is on a birth certificate is sufficient.</p> <p>D. If presumption of paternity exists under your state statutes, an explanation and copy of the statute.</p> <p>E. An affidavit from the custodial parent providing sufficient financial information for the determination of an ongoing support amount which includes household size (including room mates, significant others, any and all family members including spouses, parents, grandparents, children etc.), any and all earnings, past work history and amount(s) earned, education and support obligations owed to other children. If a parent is attending school, documentation of his/her enrollment is required. If the affidavit is not sufficient, our form will be forwarded to the state for the custodial parent to complete.</p>		

ACTION REQUESTED	DOCUMENTS NEEDED	# of Copies of each docu- ment	Certifi- cation required for each docu- ment  *See below
	F. Any employment, asset, or other relevant information known about the alleged father. Please include a physical description if available.		
Enforcement of Responding State's Order	<p>A. A fully completed Child Support Enforcement Transmittal.</p> <p>B. One CERTIFIED copy of the support and all modifications.</p> <p>C. One CERTIFIED copy of any record of payment received. An affidavit of arrears from the custodial parent is required when the support order specified direct payments, or direct payments have been received.</p> <p>D. A <u>monthly</u> computation of payment received and arrears accrued (can be combined with "C" into one document).</p> <p>E. Any employment, asset, or other relevant information known to you about the absent parent. Please include a physical description.</p>		
Modification of Responding States' Orders	<p>Requests for modification must include a request for full enforcement services.</p> <p>A. All documents required under "Enforcement of Responding State's Order"</p> <p>B. A completed modification request and supporting documents.</p> <p>The forms for requesting a review will be sent to</p>		

<b>ACTION REQUESTED</b>	<b>DOCUMENTS NEEDED</b>	<b># of Copies of each docu- ment</b>	<b>Certifi- cation required for each docu- ment  *See below</b>
	your office from the Modification Unit upon receiving a request for review.		
Administrative Enforcement of Another States' Order	All documents required under "Enforcement of Responding States' Order"		
Registration for Enforcement of Another States' Order	All documents required under "Enforcement of Responding States' Order"		
Collection of Arrearages in Multiple Orders	<p>A. All documents required under "Enforcement of Responding States' Order"</p> <p>B. 1 Certified copies of all orders</p> <p>C. If any orders are URESA orders and the order(s) has not been dismissed, documentation the order(s) have not been dismissed.</p> <p>D. If any orders are URESA orders and an order has been dismissed, a copy of the dismissal.</p> <p>All documents required under "Enforcement of Responding States' Order"</p>		
Uniform Enforcement of Foreign Judgments Act	THREE exemplified copies of the support order and modifications.		
Modification of Another State's Order	All documents required under "Modification of Responding States' Orders.		
Status Update on an Existing Interstate Case	Sufficient Information for CSED to identify the case consisting of at least the name of obligor and obligee. The social security number of at least one of the parties. Montana's case number and the other state's case number is also preferred.		
Assistance/Discovery	<p>A. A fully completed Child Support Enforcement Transmittal providing the following information:</p> <p>The request must include a specific person to serve documents on. Specific</p>		

ACTION REQUESTED	DOCUMENTS NEEDED	# of Copies of each docu- ment	Certifi- cation required for each docu- ment  *See below
	<p>identifying information about the person and/or company such as: Name, Address, Social Security Number, Federal Employer ID number if known, any other unique identifying information is required. In the case of a corporation and a limited partnership, the name of the agent that is on file with the Secretary of State will be needed.</p> <p>B. Copies of discovery documents</p>		
Quick Locate	Completed Locate Date Sheet		

*\*A= Notarization by Notary Public; B= Certification by signature of agency official;  
C= Certification by signature of court official; D= Others (please specify);  
E= Certification not required*



## J. State Contact Chart

ASSISTANCE NEEDED	CONTACT  Name, Title, Address, Phone, Fax, E-mail (include 800 if applicable)
State Information Agent	Customer Service Unit  Phone: 1-800-406-442-7278
Central Registry	Customer Service Unit  Phone: 1-800-406-442-7278
Interstate Policy Contact (if different)	Customer Service Unit  Phone: 1-800-406-442-7278
Contact for Information Regarding Your States Long Arm Statute and Process	Customer Service Unit  Phone: 1-800-406-442-7278
Contact for Information Regarding Collection and Distribution (State level)	Customer Service Unit  Phone: 1-800-406-442-7278
Contact to Obtain Payment Records	Customer Service Unit  Phone: 1-800-406-442-7278
Contact to Obtain Copy of Order	Customer Service Unit  Phone: 1-800-406-442-7278
Contact for States Using Their Long Arm Statutes or Continuing Exclusive Jurisdiction (no “case” in your State) for	Customer Service Unit  Phone: 1-800-406-442-7278
• Service of Process  (private process server? If so , list)	Customer Service Unit  Phone: 1-800-406-442-7278
• Genetic Testing  ( e.g. assistance with interstate teleconferencing)	Customer Service Unit  Phone: 1-800-406-442-7278
New Hire Reporting Contact	Customer Service Unit  Phone: 1-800-406-442-7278
Employer Assistance Contact	Customer Service Unit  Phone: 1-800-406-442-7278

Telephone Number for Automated Interstate Case <i>Status</i> Requests  (if any)	Customer Service Unit  Phone: 1-800-406-442-7278
Telephone Number for Automated Interstate Case <i>Payment</i> Requests  (if any)	Customer Service Unit  Phone: 1-800-406-442-7278
Privatization Contact	Customer Service Unit  Phone: 1-406-444-0924